



**United States Department of the Interior**  
**OFFICE OF THE SPECIAL TRUSTEE FOR AMERICAN INDIANS**

**VACANCY ANNOUNCEMENT**

**POSITION:** Archives Technician  
GS-1421-06 (1 Vacancy)

**ANNOUNCEMENT NUMBER:** OST-02-024

**OPENING DATE:** November 16, 2001

**FULL PERFORMANCE LEVEL:** GS-06

**CLOSING DATE:** December 14, 2001

**AREA OF CONSIDERATION:** Government-wide

**SALARY:** GS-06: \$26,342-\$34,240

**LOCATION:** Office of the Special Trustee for American Indians, Office of Trust Records, Division of Research Litigation & Settlement, Branch of Litigation Support, Albuquerque, NM

**CONTACT TELEPHONE NUMBER:** 505-816-1021

**WHO MAY APPLY:** Current Federal employees occupying Career or Career-Conditional appointments, permanent employees in the Excepted Service who are entitled to Indian Preference, former Federal employees with reinstatement eligibility, individuals who are eligible for reemployment under CTAP or ICTAP, and veterans who are preference eligibles who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service (documentation of eligibility must be submitted with the initial application).

**INDIAN PREFERENCE POLICY:** In accordance with the Indian Reorganization Act of 1934 (25 U.S.C. 472), when filling vacancies by promotion, reassignment, initial appointment, transfer, or reinstatement, priority in selection will be given to Indian candidates who present proof of eligibility for Indian preference. Verification form No. BIA-4432 must be provided with the application of a candidate who claims Indian preference unless the tribe has made a specific waiver. Consideration can only be given to non-Indian applicants (status or reinstatement) in the absence of qualified Indian preference eligibles.

Relocation expenses will not be paid.

**STATEMENT OF DUTIES:** The position is in the Branch of Litigation Support, which contributes to the Office of Trust Records' (OTR's) mission by effectively searching and producing appropriate records in response to account holders' requests. Incumbent assists in the day-to-day operations of document research, litigation support, and special projects analysis and response, including accountability for timely and accurate retrieval of documents or files requested by BIA Regional and Agency offices and OST Program Offices, and attorneys involved in litigation. Performs cursory review of litigation support requirements, established approaches, and other requests to ensure complete information is furnished to begin document search. Dependent on type of request, incumbent determines applicable database(s) to query and documents steps taken in search for potential court review. Provides reference services by searching the database to identify location of requested records, completes correct paperwork to have boxes retrieved by Records Centers staff, searches records to retrieve specific documents, copies and notes source locations required by established document production guidelines. In response to inquiries

related to account holders, incumbent assists in a variety of duties involved in identifying, searching, and producing applicable records. Search may require follow-up contact with requester to clarify current information or gather additional clarification. After completing document search for daily research requests, furnishes requested documents to requestor via mail or fax machine, with applicable cover correspondence. Must be available for off-site/field work in searching and inventorying trust records.

**QUALIFICATION REQUIREMENTS:** Applicants must meet the qualification requirements contained in the Office of Personnel Management Qualification Standards for General Schedule Positions or the Bureau of Indian Affairs Excepted Qualification Standards (if Native American) as listed below. There are no additional selective placement factors for this position. All qualification requirements and time-in-grade requirements (Federal employees) must be met within 30 calendar days after the closing date of this announcement in order to receive consideration for this position. Applicants' qualifications will be evaluated solely on the information submitted by them in their applications.

The experience requirement for this position at the GS-06 level is one year of specialized experience equivalent to the next lower grade level (GS-05). Specialized experience is experience, which is directly related to the position to be filled, and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

**KNOWLEDGE, ABILITIES, SKILLS, AND OTHER CHARACTERISTICS (KASOCs):**

Applicants should address the following factors, in a narrative form, on a separate sheet of paper. This supplemental information will be the principal basis for determining whether or not you are highly qualified for this position. You may expand upon the information that is provided in your application. You should consider appropriate work experience, outside activities, awards, training, and education for each of the items listed below.

1. Knowledge of a variety of records processing including records retrieval, indexing, cataloging, filing, accessioning, and inventorying sufficient to research and maintain the integrity of archival materials.
2. Knowledge of the process to safeguard records in custody while research is being performed.
3. Ability to effectively and professionally communicate, both orally and in writing, with customers to prepare required documents and resolve errors and delays by providing appropriate solutions.
4. Knowledge of automated database systems requiring skill in using computers and various software (WordPerfect, Excel, Access).

**ADDITIONAL INFORMATION:**

This is not a Testing Designated Position.

5 U.S.C. 3303, Hatch Act Amendments of 1993, bars Executive Branch Agencies from accepting or considering prohibited political recommendations for Federal jobs. Any such recommendations received will be returned to the sender. Federal employees who request such a recommendation may be subject to disciplinary action.

Vacancy announcements for the Office of Special Trustee are accessible from the Office of Personnel Management Webpage [www.usajobs.opm.gov](http://www.usajobs.opm.gov).

The Office of the Special Trustee for American Indians is an Equal Opportunity Employer. Within the scope of Indian Preference, selection for this position will be made solely on the basis of merit, fitness, and qualifications without regard to race, sex, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, sexual orientation, or any other non-merit factors.

This agency provides reasonable accommodation to applicant with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**APPLICATIONS MUST BE POSTMARKED ON OR BEFORE THE CLOSING DATE.**

*Attachment*

**DEPARTMENT OF THE INTERIOR**  
**Office of the Special Trustee for American Indians**

**SUPERVISORY APPRAISAL OF DEMONSTRATED  
PERFORMANCE OR POTENTIAL**

Announcement No. OST-02-024

**PLEASE HAVE THIS APPRAISAL COMPLETED BY YOUR  
SUPERVISOR AND SUBMIT WITH YOUR APPLICATION,  
SF-171. (If the appraisal is submitted directly  
by the Supervisor, the applicant will be  
permitted to review and/or obtain a copy of  
the appraisal upon request.)**

**Name of Applicant:** \_\_\_\_\_ **Position:** Archives Technician, GS-1421-06

Basis of Appraisal				RANKING FACTORS  (Knowledges, skills, abilities, and other characteristics)	Level of Performance			
Check one					Please Check as appropriate:			
Outside Activities	On-the-Job Performance	Formal Training	Unable to Appraise		4	3	2	1
				1. Knowledge of a variety of records processing including records retrieval, indexing, cataloging, filing, accessioning, and inventorying sufficient to research and maintain the integrity of archival materials..				
				2. Knowledge of the process to safeguard records in custody while research is being performed.				
				3. Ability to effectively and professionally communicate, both orally and in writing, with customers to prepare required documents and resolve errors and delays by providing appropriate solutions.				
				4. Knowledge of automated database systems requiring skill in using computers and various software (WordPerfect, Excel, Access).				

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**NARRATIVE: BRIEFLY EVALUATE THE CANDIDATE'S OVERALL ABILITY TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THE POSITION. NARRATIVE COMMENTS ARE REQUIRED FOR ALL EVALUATIONS.**

**IN WHAT CAPACITY ARE YOU MAKING THIS APPRAISAL?** (Please ✓ as appropriate)

☐

**Present Immediate Supervisor**

☐

**Present 2<sup>nd</sup> Level Supervisor**

☐

**Other  
(Specify)**

☐

**Former Immediate Supervisor**

☐

**Former 2<sup>nd</sup> Level Supervisor**

**Period During Which You Supervised the Applicant:**

**From:**

**To:**

**Appraiser:**

**(Signature)**

**(Date)**

**(Phone No.)**

**DEPARTMENT OF THE INTERIOR  
OFFICE OF THE SPECIAL TRUSTEE FOR AMERICAN INDIANS  
APPLICATION GUIDELINES**

**Mail applications to:** Personnel Office, Suite 1801, 505 Marquette NW, Albuquerque, New Mexico, 87102. **For further information, please call:** (505) 816-1021.

**APPLICATION REQUIREMENTS.** If application is submitted by mail, it must be postmarked by the closing date of the announcement and received within 5 business days after the closing date to receive consideration. Hand delivered applications must be received by the closing date. Applications mailed using Government postage and/or envelopes will not be accepted.

**The following must be submitted for consideration for this position:**

1. You must submit a written application for employment. You may submit an Optional Application for Federal Employment (OF-612), Application for Federal Employment (SF-171), resume, or other format, provided that you include all the information listed below.
2. BIA Form 4432, Verification of Indian Preference (if applicable).
3. DD-214, Verification of Veterans Preference (if applicable).
4. Current and former Federal employees must submit a copy of their latest SF-50 for verification of reinstatement or transfer eligibility.
5. DI-1935, Applicant Background Survey. (Submission of this form is voluntary. This information will be used solely to review compliance with Federal law. Consideration for this job will not be affected by failure to submit this form.)
6. College Transcripts if you are using education (individually or in combination with experience) to qualify for this position.

In addition, while not required, it is recommended that applicants address the specific knowledge, skills, abilities, and other characteristics (KASOCs) listed on the vacancy announcement that are necessary for successful performance of the work. It is recommended that you provide a narrative statement for each KASOC addressing how your education, experience, training, and awards relate to these KASOCs to show how you are highly qualified for this position.

Please have the attached Supervisory Appraisal of Demonstrated Performance or Potential completed by your supervisor and submit with your application. Although appraisals will be used in ranking, no candidate will be screened out automatically for failure of their supervisor to complete an appraisal.

**Your written application for employment must include the following:**

*Announcement number, title, series, and grade* of the job for which you are applying.

*Indication of the locations* for which you are interested if more than one location is specified in the vacancy announcement.

*Personal information* - complete name, mailing address (with ZIP code), telephone numbers (daytime and evening), social security number, and citizenship information. If applying under a special employment program, identify program (e.g., veterans' preference, reinstatement, handicapped appointment eligibility) and include appropriate qualifying documentation (e.g., DD-214, SF-50).

*Educational information* - high school name, city, state (ZIP code, if known), and date of diploma or GED; college/university name, city, state (with ZIP), declared major, dates attended, and type of degree and date received; graduate school name, city, state (with ZIP), major subject, dates attended, and type of degree and date received. If no degree was received, show credits earned (identify whether in quarters or semesters). Unless otherwise stated in this announcement, certified transcripts are not required.

*Work experience* - supply the following information for the paid and non- paid work you have performed that qualify you for this job: (a) job title (title, series, and grade, if Federal), (b) statement of major duties and accomplishments, employer's name and mailing address, (c) supervisor's complete name and telephone number, (d) month and year of starting and ending dates, (e) numbers of hours worked per week, and (f) salary. Indicate whether we may contact your current supervisor.

*Other qualifications related to this job* - courses (title and year), relevant skills (e.g., other languages, computer skills, mechanical skills, typing speed), and current professional certificates and licenses (identify issuing authority and date). You may also note any job related honors, awards, and special accomplishments, but DO NOT send documents (e.g., letters of commendation, newspaper clippings).

Senior Executive Service recruitment only - Provide copy of Candidate Development Program Certificate, if applicable.

Unless otherwise stated elsewhere in this announcement, applications will be accepted from individuals with competitive status, with Indian Preference, from severely handicapped individuals (regardless of competitive status), from Veterans Readjustment Appointment (VRA) eligibles (through GS-11) and veterans with compensable disability of 30% or more, and others eligible for appointment under special appointing authorities. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

Documentation of eligibility must be submitted with the initial application. Please indicate if you are applying under one of these authorities and submit appropriate documentation (e.g., DD 214; Standard Form 15; required proof of entitlement such as the Veterans Administration letter, etc.).

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

U.S. citizenship is required.

All new employees of the Office of the Special Trustee for American Indians are asked to identify a financial institution for direct deposit of pay.

If you are selected for a supervisory or managerial position, you must serve a probationary period. Failure to complete the probationary period successfully can result in return to your former position, or to a position of no lower grade and pay than the one that you left to accept the supervisory or managerial position.

Your application contains information subject to the Privacy Act (P.L. 93-579, 5 U.S.C. 552a). The information is used to determine qualifications for employment, and is authorized under Title 5 of the U.S. Code, Sections 3302 and 3361.

In accordance with 18 U.S.C. 1719 and 39 U.S.C. 3201 SEQ., applications will not be accepted from applicants using franked Government envelopes, or postage-paid agency envelopes or metered mail.

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